



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 14th, 2009**

1. The meeting was called to order at 5:06 p.m.

2. **ROLL CALL:** Board Members Avonnet Peeler, Linda McHugh, Roberto Rocha and Peter Horikoshi

ABSENT: Board President Michael Rich

STAFF PRESENT: Executive Secretary Karen Willis, Jill Kovacs, Senior Management Analyst, Stacey Meier, Administrative Technician I

OTHERS IN ATTENDANCE: Alan Elnick, Linda Justus and Terry Flippo

3. **MINUTES:** The minutes of the special meeting of December 17, 2008 were presented for Board approval. Member Peeler moved to accept, Member McHugh seconded, and the motion was carried by a 4-0 vote.

4. **CONSENT CALENDAR:**

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **OCTOBER, NOVEMBER AND DECEMBER 2008.**

| 4A. ELIGIBLE LIST ESTABLISHED | DATE ESTABLISHED | EXAM NO. |
|--------------------------------------|-------------------------|-----------------|
|--------------------------------------|-------------------------|-----------------|

None

| 4B. ELIGIBLE LIST EXTENDED | DATE ESTABLISHED | EXAM NO. |
|-----------------------------------|-------------------------|-----------------|
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|------------------------------|-----------|--------|
| Administrative Technician II | 1/9/2008 | 207-71 |
| Jailer | 12/3/2007 | 207-56 |
| Junior Engineer | 2/12/2008 | 207-68 |

| | | |
|--------------------------------------|------------|--------|
| Public Safety Dispatcher (Entry) | 9/4/2008 | 208-18 |
| Public Works Superintendent | 8/21/2008 | 208-16 |
| Utility Analyst/Asst Utility Analyst | 12/11/2007 | 207-63 |

| 4C. ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED | DATE ESTABLISHED | EXAM NO. |
|---|-------------------------|-----------------|
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| | | |
|--|-----------|----------|
| Development Manager (Housing) | 8/27/2008 | 208-23 |
| Information Systems Operations Technician | 6/25/2008 | 208-13PR |
| Maintenance Worker I | 7/22/2007 | 207-26 |
| Program Specialist I/II (Int Waste Mgmt Program) | 1/25/2007 | 206-63 |
| PW Maintenance Team Leader | 2/7/2008 | 207-69 |

Jill Kovacs stated that agenda item 4B, Maintenance Worker I, was being moved from Eligible List Extended to Eligible List Expired/Cancelled/Exhausted. She explained to the Board that when the renewal notices were sent out to the departments the Maintenance Worker I list was returned with a request to extend. She stated that this list should be cancelled and not extended to allow for internal posting should a position become

available to provide Golf and Park maintenance employees with an opportunity to apply. Alan Elnick stated that the Public Works Maintenance Team Leader position should be opened internally for the Golf and Parks employees as per the ACEA agreement. Jill Kovacs explained that there may be some internal candidates on that particular list, and that Human Resources would need to look at it before it was cancelled. Terry Flippo stated that ACEA wanted to make sure that Golf and Parks employees who are in danger of being laid-off can apply for the maintenance positions. Alan Elnick agreed and stated that both maintenance positions should be cancelled. Jill Kovacs pulled the Public Works Maintenance Team Leader list and confirmed that there are currently 3 City employees on the list. She stated that if one of those three people is promoted, a lower level position would then become available for promotional recruitment. Terry Flippo stated that the Golf Course has Team Leaders who perform similar work to the Public Works Team Leaders. He stated that if someone from Golf is qualified for the Public Works position they should be able to apply as well. Executive Secretary Karen Willis stated that the list can be cancelled and reopened as a promotional opportunity. She then stated that the 3 internal candidates who are on the current list would have to reapply.

Board Member Rocha moved to accept the consent calendar with the understanding that the Maintenance Worker I and Public Works Team Leader classifications would be moved to the expired/cancelled list. Board Member Peeler seconded and the motion was carried by a 4-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A Activity Report - Period of September 1, 2008 – November 30, 2008

Board Member Horikoshi asked if all of the separations were voluntary. Jill Kovacs stated that all but one were resignations. She stated that there are no layoffs in the current list.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

Linda Justus asked if there will be a reemployment list for the employees who are being laid-off. Executive Secretary Willis stated that a reemployment list is automatic.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

None

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Jill Kovacs distributed a letter to the Board that will be sent to all employees that are assigned or were previously assigned to the Golf and Parks Maintenance Worker classification. She stated that the intent of the letter is to notify them that on December 17, 2008 the Civil Service Board approved the classification as a single job classification. Board Member McHugh stated that she would like to see the language changed from "approved" to "confirmed". Executive Secretary Willis stated that staff would listen to the tape of the meeting and this topic could be discussed further at the next meeting.

9. There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board